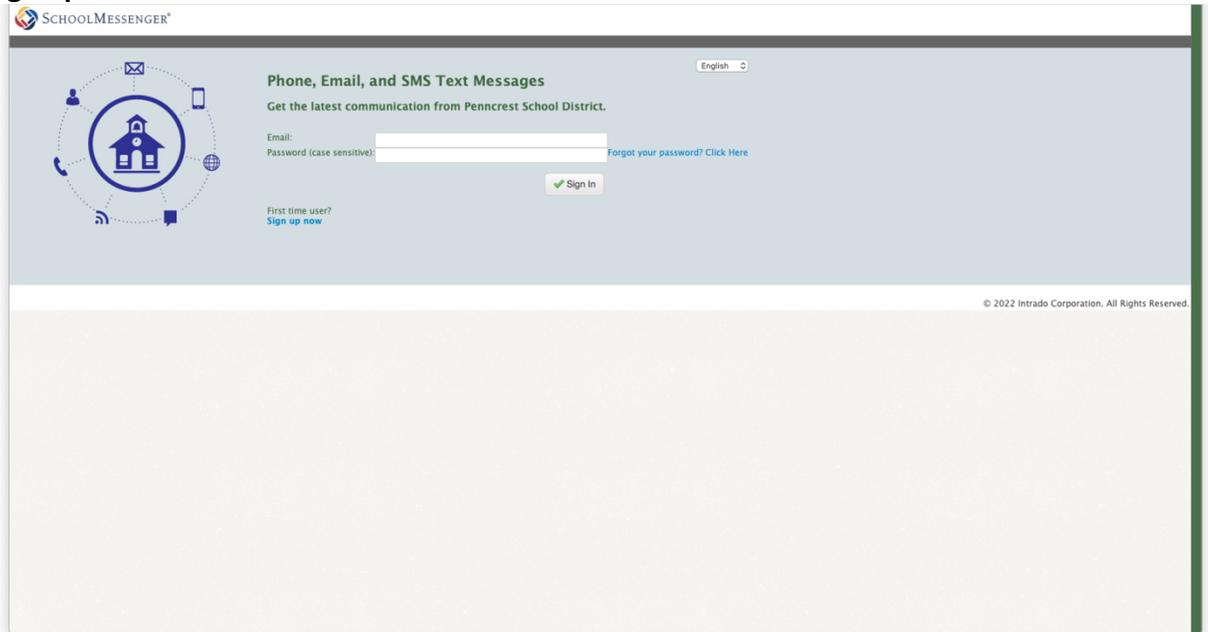


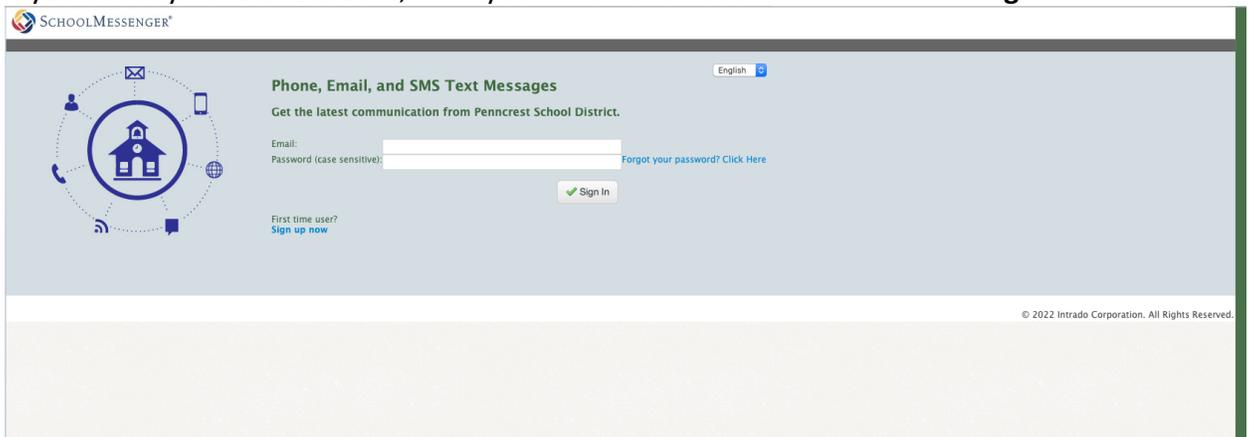
School Messenger

1. Go to <https://asp.schoolmessenger.com/penncrest/subscriber/> and click on **Sign up now** to create an account.



The screenshot shows the 'School Messenger' sign-up page. At the top left is the 'SCHOOLMESSENGER' logo. The main heading is 'Phone, Email, and SMS Text Messages' with a sub-heading 'Get the latest communication from Penncrest School District.' Below this, there are two input fields: 'Email:' and 'Password (case sensitive):'. To the right of the password field is a link that says 'Forgot your password? Click Here'. A 'Sign In' button is located below the password field. To the left of the 'Sign In' button, there is a link for 'First time user? Sign up now'. On the far left, there is a circular graphic with a schoolhouse icon in the center, surrounded by icons for a person, a phone, a globe, and a message. In the top right corner, there is a language dropdown menu set to 'English'. At the bottom right, there is a copyright notice: '© 2022 Intrado Corporation. All Rights Reserved.'

2. If you already have an account, fill in your **Email** and **Password** and click on **Sign In**.



This screenshot is identical to the one above, showing the 'School Messenger' sign-up page. It features the same layout, including the logo, heading, input fields for email and password, the 'Sign In' button, the 'Forgot your password? Click Here' link, and the 'First time user? Sign up now' link. The circular graphic on the left and the copyright notice at the bottom right are also present. The page is designed for both new users and existing users to access the service.

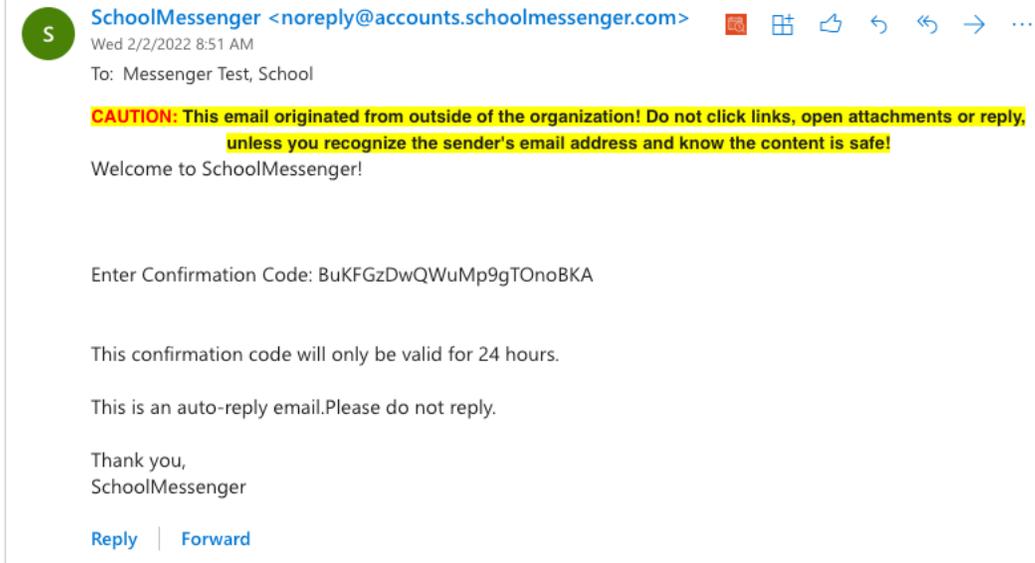
3. To sign up, fill in the required information, and click on **Create Account**.

The screenshot shows the 'Create a New Account' page. On the left is a circular icon with a schoolhouse in the center, surrounded by icons for a person, a phone, a mail envelope, a globe, and a Wi-Fi symbol. The main content area is titled 'Create a New Account' and includes a sub-header: 'Please complete this form to create your account. A confirmation code will be sent to activate your new account so a valid email address is required. Your password must be at least 5 characters long and cannot be similar to your first name, last name, or email address.' Below this are several input fields: 'First Name' (School Messenger), 'Last Name' (Test), 'Account Email' (messengertest@penncrest.org), 'Confirm Email' (messengertest@penncrest.org), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). There is a 'Terms Of Service' section with the heading 'Reliance Communications, Inc. Terms of Service' and three numbered paragraphs of text. At the bottom of this section is an 'Accept Terms' checkbox which is checked. Below the terms is a 'Create Account' button with a green checkmark icon and a 'Return to Sign In' link. The footer contains the copyright notice: '© 2022 Intrado Corporation. All Rights Reserved.'

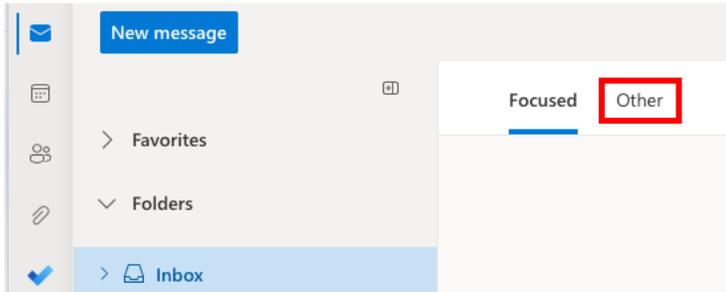
4. You will then need to login to the email account you used to sign up with (can be PENNCREST or a personal email account) to retrieve the confirmation code. **DO NOT** close out of this window. If you do close out of this window, you can access it again by going to: <https://asp.schoolmessenger.com/penncrest/subscriber/activate.php>

The screenshot shows the 'Activate Account' page. On the left is the same circular icon as in the previous screenshot. The main content area is titled 'Activate Account' and includes a sub-header: 'You should have received an email containing a confirmation code. Please enter it below along with your password.' Below this are two input fields: 'Confirmation Code:' and 'Password:'. A 'Submit' button is positioned below the 'Password' field. At the bottom of the form area is a 'Return to Sign In' link. The footer contains the copyright notice: '© 2022 Intrado Corporation. All Rights Reserved.'

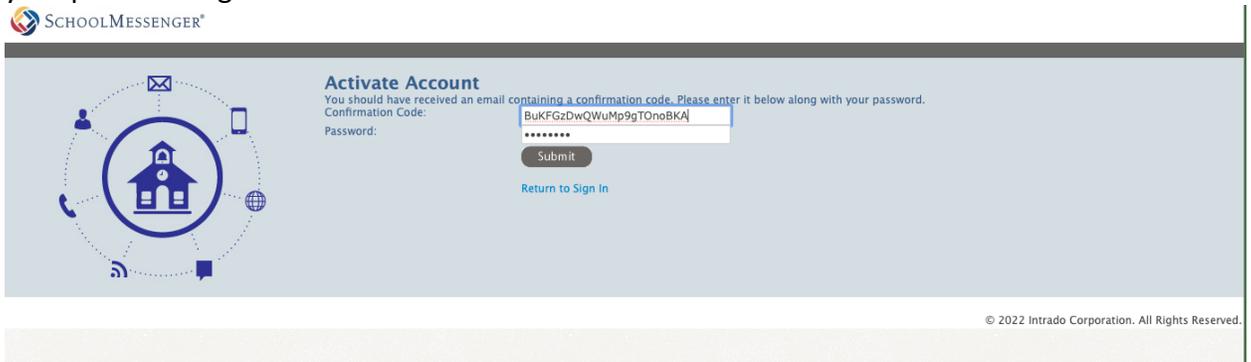
5. If you used your PENNCREST email account, go to <http://mail.penncrest.org> in a web browser. In a few short minutes, you should receive the confirmation code email in your Inbox. (Your confirmation code will be different than the one pictured below.)



6. You may need to click on the **Other** tab in your Inbox to retrieve the confirmation code email.



7. Copy and paste the confirmation code in the browser window you left open and type in your password again and hit **Submit**.



- You will then be logged into the School Messenger system and redirected to the Contact Info page.

SchoolMessenger Penncrest School District [Logout](#)

[Messages](#) **Contact Info** [My Account](#)

Notification Preferences

Contacts

Contact Information	Type	Status	Actions
messengerst@penncrest.org	Email	Active	Account Email cannot be removed

[Add More](#)

Interests

In addition to Emergency notifications, I would like to receive the following types of announcements:

- Attendance (Attendance)
- General (General Announcements)
- Survey (Surveys)
- Food Service (Balance Notifications)

Organization Maplewood Elementary School
 Saegertown High School
 Cambridge Springs Elementary School
 Cambridge Springs High School
 Maplewood High School
 Saegertown Elementary School
 District

Language English
 Español

[Save](#) [Cancel](#)

- Select all 4 notification announcement types and then select District and whichever schools you would like to receive any notifications for and hit **Save**.

SchoolMessenger Penncrest School District [Logout](#)

[Messages](#) **Contact Info** [My Account](#)

Notification Preferences

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 Saegertown High School
 Cambridge Springs Elementary School
 Cambridge Springs High School
 Maplewood High School
 Saegertown Elementary School
 District

Language English
 Español

[Save](#) [Cancel](#)

10. If you would like to add other notification methods other than email, click on **Add More**.

The screenshot shows the 'SchoolMessenger' interface for 'Penncrest School District'. The 'Contact Info' tab is active. Under 'Notification Preferences', there is a 'Contacts' section with a table:

Contact Information	Type	Status	Actions
messengeresi@penncrest.org	Email	Active	Account Email cannot be removed

Below the table is an 'Add More' button.

11. Select which additional notification method you would like to receive and hit **Next**.

The first screenshot shows the 'Add Contact Information' form with the 'Select Type' step active. The 'Type' options are:

- Phone Call
- Phone Call and SMS Text
- SMS Text
- Email

The second screenshot shows the same form with the 'Select Type' step highlighted in green. The 'Phone Call and SMS Text' option is selected with a blue radio button.

12. If you are adding a phone number to your notification methods, type in the phone number you would like to receive notifications on and hit **Next**.

The screenshot shows the 'SchoolMessenger' interface for Penncrest School District. The top navigation bar includes 'Messages', 'Contact Info', and 'My Account'. The main heading is 'Add Contact Information'. A progress bar is visible with a green segment and the text 'Phone 814720-'. Below the progress bar, there are three buttons: 'Previous', 'Cancel', and 'Next'. On the left side, there is a vertical list of steps: 'Select Type' (checked), 'Enter Contact Info' (active), and 'Activate'.

13. You will need to call **833-447-9397** from the phone number you are trying to activate, hit **2**, and enter in the activation code and hit **Done**. (Your activation code will be different than the one pictured below.)

This screenshot shows the 'SchoolMessenger' interface for Penncrest School District, specifically the 'Add Contact Information' page. The progress bar is now empty. The left-hand navigation list shows 'Select Type' (checked), 'Enter Contact Info' (active), and 'Activate'. A 'Print this page now' button is located at the top of the main content area. Below it, a warning states: 'You must follow these steps within 24 hours to complete this addition to your account.' The 'Activate' step is expanded, showing five numbered instructions: Step 1: Call from phone (814) 720- in order to verify caller ID. Step 2: Call (833) 447-9397. Step 3: When prompted, select option 2. Step 4: When prompted, enter activation code 415456. Step 5: When call is complete, log back into account to edit notification preferences. A 'Done' button is at the bottom of the instructions.